

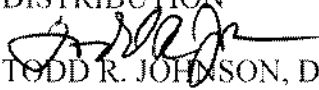


**Department of Energy**  
Germantown, MD 20874-1290

AUG 17 2010

MEMORANDUM FOR: DISTRIBUTION

FROM:

  
TODD R. JOHNSON, DIRECTOR  
ACCOUNTING OPERATIONS DIVISION  
ENERGY FINANCE AND ACCOUNTING SERVICE  
CENTER

SUBJECT:

GUIDANCE ON YEAR END TRAVEL PROCESSING

The Energy Finance and Accounting Service Center (EFASC) Travel Team, CF-11, is offering the following guidance for year end travel processing. Please share this information with your office and make every effort to avoid last minute processing for the remaining FY 2010 obligations.

Year End Travel Processing Cutoffs

Please ensure that the following actions are completed for your office:

- Ensure that all travel **vouchers** for completed trips including local vouchers are submitted and stamped **approved** in Gov Trip as soon as possible but no later than close of business **September 22, 2010**. Local vouchers approved after September 22 will be charged to FY 2011 funds when those funds become available.
- Ensure that all Headquarters funded **authorizations** being charged against FY 2010 funds are stamped **approved** in Gov Trip no later than close of business **September 29, 2010**.

Travel Spanning Fiscal Years or FY 2011 Trips Completed Prior to November 12, 2010

The Office of Financial Policy, CF-50, with approval from the Office of the Assistant General Counsel for General Law offers the following guidance for trips that span between the two fiscal years or will be completed prior to November 12, 2010:

- **For annual appropriations or multi-year appropriations:** Air/rail and registration fees purchased prior to October 1, 2010 must be recorded against FY 2010 funds. The other travel expenses must be allocated between the two fiscal years according to which year the expenses are expected to occur. When using time limited funds (to include Recovery Act funds) for travel that occurs in the next fiscal year, an office should consider that the current fiscal year is properly chargeable if the travel was identified as a bona fide need in the current fiscal year, the scheduling was beyond the control of the agency, and the time between procurement and performance is not



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excessive. This will require preparing an authorization and voucher in Gov Trip for the days and expenses to be charged to FY 2010 funds and a separate authorization and voucher for the days and expenses to be charged to FY 2011 funds.

- **For travel using no year appropriations where there is a bona fide programmatic need and program funds are available:** The travel authorization may be recorded under FY 2010 funds and processed during FY 2010. *Please note the deadline above of September 29, 2010 to approve Headquarters authorizations using FY 2010 funds in Gov Trip. After that time there is no ability to obligate FY 2010 funds until carryover funds are provided through the budget process.*
- **For travel using no year appropriations where the funding is not available:** The travel authorization will be treated as travel for FY 2011.

#### Travel for FY 2011

Travel being charged to FY 2011 funds cannot be obligated until FY 2011 funding is made available through the budget process and travel allocations have been established in the Standard Accounting and Reporting System (STARS). These allocations are typically completed in the first few weeks of October. Separate guidance has been sent to all Headquarters program offices with instructions on how to request allocations for FY 2011.

The accounting codes in Gov Trip will be updated to the FY 2011 codes by the EFASC Travel Team after the final Gov Trip to STARS authorization interface has been run for Fiscal Year 2010. A notification will be sent out to all Gov Trip administrators when the update of the accounting codes has been completed.

If you have any questions regarding which accounting codes to use or the type of appropriation your office is using, please contact your program office budget officials. If you have any questions on this guidance, please contact Debbie Kemp on 301-903-2666 or Angela Eyler on 301-903-3770.